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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH ADMINISTRATION
BUREAU OF AGRICULTURAL AND INDUSTRIAL CHEMISTRY
WASHINGTON 25, D. C.

April 29, 1949

BUREAU MEMORANDUM NO. 416

Appointment of Dr. Charles E. Sando as Project Advisor
to the Chief of Bureau and Mr. Samuel B. Detwiler, Jr.,
as Technical Program Specialist

TO DIRECTORS OF REGIONAL RESEARCH LABORATORIES, HEADS OF BUREAU AND
LABORATORY DIVISIONS, SECTION HEADS, AND THOSE IN CHARGE OF BUREAU
FIELD STATIONS

Dr. Charles E. Sando, formerly of the Fruit and Vegetable Byproducts Division, Western Regional Research Laboratory, has been appointed Project Advisor to the Chief of Bureau, effective March 14, 1949. Dr. Sando succeeds Mr. C. E. Senseman, recently retired. Mr. Samuel B. Detwiler, Jr., of the Project Advisor's office, has been promoted to the position of Technical Program Specialist in that office, effective April 3, 1949. In addition to his new duties, Mr. Detwiler will continue as assistant to the Project Advisor.

As special assistant and advisor to the Chief on all matters pertaining to the coordination and integration of projects in the development of the Bureau's research program, Dr. Sando will (1) conduct investigations of proposed projects to determine whether they fall within the authorization or announced policies of the Bureau; (2) survey, analyze, and evaluate research progress and accomplishments in order to provide a factual basis for decisions regarding continuance, discontinuance, or redirection of specific lines of work, and for other purposes; (3) bring to the attention of the Chief actual or potential duplication of effort; (4) maintain necessary contacts with project leaders of this Bureau and other agencies in order to advise on the development of lines of work; and (5) carry out related assignments as advisor to the Chief on program policy.

Under the general supervision of the Project Advisor, Mr. Detwiler will maintain up-to-date status reports on all Bureau research programs, designed to be more complete and timely than formal research reports, covering work in progress and latest industrial developments. Purpose of these reports will be to make available on short notice the information needed in research planning, in drafting and verifying statements for Congress and the Bureau of the Budget, in answering inquiries from Congressmen and from ARA, RMA, and other agencies, and for other purposes.

In the performance of their duties, Dr. Sande and Mr. Detwiler will visit the Bureau's Regional Research Laboratories and Field Stations from time to time for the purpose of discussing the progress of research projects and other matters with project leaders. It is requested that all laboratories cooperate with them by providing the information and other help necessary, so that they will be able to advise or report fully on all matters pertaining to research projects. Because of the extreme importance of proper evaluation, coordination, and integration of projects, I am particularly anxious that all phases of the Bureau's research effort be discussed freely with Dr. Sande and Mr. Detwiler.

G. E. Hilbert

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Chief of Bureau

